

ATTENDANCE

Contact:

Kellie Marak, Attendance Secretary – 281-897-4730

Laurie Bert, Attendance Clerk

Absences:

When it is necessary for a student to be absent from school, a parent/guardian should call the Attendance Office to report the absence. All absences are unexcused until a note is received from a doctor or parent. In order to excuse the absence, a note must be received within three (3) days of the student's return to school. Notes should include the following information:

- Student Full Name
- Date of Absence
- Reason for Absence
- Parent/Guardian signature
- Attach doctors note when applicable

Excessive unexcused absences may result in loss of credit or court action. Parents/guardians may fax notes directly to the Attendance Office (our fax number is listed above); you are also encouraged to give our fax number to your doctor's office and request that they fax us a doctor note excusing absences from school due to illness, injury, etc. Phone calls to report absences are a courtesy only and are not excused absences.

Early Dismissal:

The student must bring a note to the Attendance Office from a parent/guardian before 8:05am in order to obtain an Early Release pass. When a note is not produced by the student, for student safety and verification, an authorized parent/guardian on the student demographics, must be contacted before the student will be released to another authorized adult. All students leaving campus for any reason must be signed out at the front office – no exceptions.

Students Who Become Ill During the Day:

Students who become ill must obtain a pass from class to the clinic. The clinic will contact a parent for dismissal from school. Cell phones must not be used to call home for parent pick up for illness.